



# Dept. of Health Employment Opportunity

Department of Health ♦ Personnel Office ♦ 1250 Punchbowl St., Room 122 ♦ Honolulu, HI 96813

Opening Date: February 15, 2004 (rev. 10/05)

**LAST DAY TO FILE APPLICATIONS: CONTINUOUS UNTIL NEEDS ARE MET**

## **MENTAL HEALTH CARE COORDINATOR III & IV - Recruit No. 04X009**

***Kauai, Lanai, & Maui***

**\$3,136 & \$3,393/mo. (SR-20 & SR-22)**

***Full-time and Part-time***

***Hawaii Residency Waived***

### ◆ **JOB DUTIES**

Serves as the mental health representative on an inter-disciplinary team which assess individual children and adolescents and develops individualized mental health treatment plans. Serves as a liaison between the Family Guidance Center and assigned schools for purposes of information exchange and case feedback. Provides consultation to school personnel in identifying children who need mental health services.

### **Qualification Summary**

#### **You Must Have:**

1. a bachelor's degree;
2. 1-2 years professional work experience; and
3. valid State of Hawaii motor vehicle operator's license.

Allowable substitutions for these requirements are described in the *Minimum Qualification Requirements*.

### ◆ **MINIMUM QUALIFICATION REQUIREMENTS**

To qualify, you must meet *all* of the following requirements. Please note that unless specifically indicated, the required education and experience may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.

1. **General Experience:** One year professional human service work experience in any of the fields described in the Basic Education Requirements section. Such experience must have included the responsibility and demonstrated ability to formulate and implement plans to meet the needs of agency clients including professional evaluation, implementation and periodic review of the plan for necessary changes.
2. **Specialized Experience:** For the IV level, in addition to the one year of General Experience, one year experience in either A or B is required.
  - A. Professional work experience in: (1) working with the children and/or adolescents; or (2) treating mental health needs of individuals comparable to that of the fully competent, independent worker in State service who performs the full range of professional work in any of the fields described in the Basic Education Requirements section. To be qualifying, the experience in (1) or (2) must also have included the responsibility for and demonstrated ability to formulate and implement an individual treatment plan for the provision of mental health services, including professional evaluation; implementation of treatment modalities; and periodic review of the plan of care for necessary changes.
  - B. Professional work experience as a Mental Health (MH) Care Coordinator III with responsibility for coordinating and monitoring mental health treatment services for children and/or adolescents. Such experience must also have included the responsibility for and demonstrated ability to formulate and implement an individual treatment plan for the provision of mental health services, including professional evaluation; implementation of treatment modalities; and periodic review of the plan of care for necessary changes.

*(See Information on Back)*

***"An Equal Opportunity Employer"***

3. **Basic Education Requirements:** Graduation from an accredited four (4) year college or university with a bachelor's degree and sufficient credits for a major in social work, sociology, psychology, occupational therapy, recreational therapy, physical therapy, speech pathology, rehabilitation, counseling, education or a related behavioral science, health or therapeutic field; or graduation with a baccalaureate degree from an accredited school of nursing. The required education must also include demonstrated ability to write reports, read and interpret complex written materials, speak effectively and persuasively, and solve complex problems logically and systematically.
  4. **Substitutions Allowed:**
    - A. Possession of a master's degree from an accredited college or university in one of the fields listed under the Basic Education Requirements section may be substituted for all of the required General Experience.
    - B. Possession of a Ph.D. degree from an accredited college or university in one of the fields listed under the Basic Education Requirements section may be substituted for all of the required General Experience and one-half (1/2) year of the required Specialized Experience.
  5. **License Required:** Applicants must possess a valid State of Hawaii motor vehicle operator's license.
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### Required Questions

Respond to each item. In addition to your completed application form, this information will be used to: a) evaluate your application for the minimum qualification requirements; and b) conduct the unassembled examination upon which your score will be based. Be sure that the jobs (including beginning and ending months of employment and average number of hours worked per week) where you gained the described experience are listed on your application or resume. In answering, be as specific as you can. Submit your responses with your application.

#### General Experience Requirement

For each period of ***professional human service work experience***, please describe how your work included the responsibility and demonstrated ability to formulate and implement plans to meet the needs of agency clients, including professional evaluation, implementation and periodic review of the plan for necessary changes. Or, if you have an accurate position description that provides this information, you may submit a copy.

#### Specialized Experience Requirement

For each period of ***professional work experience working with children and/or adolescents; or treating mental health needs of individuals comparable to that of the fully competent, independent worker in State service*** who performs the full range of professional work in any of the fields mentioned in the Education section, please describe how your work included the responsibility and demonstrated ability to formulate an individual treatment plan for the provision of mental health services, including professional evaluation; implementation of treatment modalities; and periodic review of the plan of care for necessary changes. Or, if you have an accurate position description that provides this information, you may submit a copy.

**Note:** *If utilizing one of the allowable substitutions of advanced education for the General Experience Requirement, or a portion of the Specialized Experience Requirement, include a copy of your transcripts to verify your claim.*

Department of Health  
Personnel Office - Room 122  
1250 Punchbowl St.,  
Honolulu, HI 96813.

File applications immediately. Mailed applications and supplemental materials must be postmarked by midnight of the last day to file applications. For recruitments indicating Continuous Recruitment Until Needs Are Met, the last day to file applications will be posted in our office.

**REQUIRED FORMS AND DOCUMENTATION:** You must submit the following forms and documentation **together with your application** or your application may be rejected:

1. Evidence of the appropriate training (official transcript or diploma to verify major) to be given credit for education. A legible photocopy will be accepted; however, the Department of Health reserves the right to request an official copy of your transcript.
2. Copy of any license or registration required to qualify you for the position.

**QUALITY OF EXPERIENCE:** Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate your average number of hours worked per week.

We will not withhold the referral of names of eligibles for employment consideration because of your failure to provide accurate and complete information concerning your qualifications.

**MERIT OR CIVIL SERVICE SYSTEM:** You must meet the minimum qualification requirements, including education, experience, and other public employment requirements for State Civil Service employment.

The names of applicants will be referred based on their examination grade and availability for employment. The employing agency may select **any one** of the eligibles referred. The names of those not selected will be kept on an eligible list for no less than the period indicated on the eligible's Notice of Examination Results and Eligibility card.

**CITIZENSHIP REQUIREMENT:** You must be a citizen, permanent resident alien, or national of the United States; however, if you are a non-citizen with employment authorization from the U.S. Immigration & Naturalization Service, you may also apply.

**RESIDENCE REQUIREMENT:** You must be a legal resident of the State of Hawaii at the time of application. If there is a question regarding your residence status, it is your responsibility to provide documentary evidence of abandonment of your previous residence and/or establishment of Hawaii residence, i.e. filing State income tax returns as a resident of Hawaii, registering to vote in Hawaii's elections, and so on. A residency information sheet is available upon request.

**VETERANS' PREFERENCE:** If you are claiming the 5 or 10 points Veterans' Preference you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

**PHYSICAL/MENTAL REQUIREMENTS:** Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

**PHYSICAL EXAMINATION REQUIREMENT:** Offers of employment will be conditioned on the results of a complete physical examination. For certain job categories, applicants may be referred to a State-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations shall be borne by the applicant and not the State of Hawaii.

**EXAMINATION:** The examination for this recruitment will be conducted on an unassembled basis where the examination score is based on an evaluation and rating of your education and experience. It is therefore important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held. If you are required to report for a written, oral and/or performance test, you will be notified at a later date of the time and place of the examination.

If you must take an examination but require special accommodation, please call the Recruitment and Examination office at 586-4517 as soon as possible. We will design a fair and effective way in which you can demonstrate your ability to perform the essential functions of this job. You should be prepared to provide medical proof of your need for accommodation by a professional who is qualified to make a diagnosis.

**NOTIFICATION:** You will be notified, in writing, of your employment eligibility.

**ADMINISTRATIVE REVIEW AND APPEAL:**

**Administrative Review:** If you do not agree with an action taken on your application, you should **FIRST** request an administrative review with the Department of Health. This must be done within 7 working days following the date your notice was sent. Requests must be made, in writing, to the Department of Health at the address listed on the front of this announcement. Your letter requesting the administrative review must include 1) the job title(s), recruitment number(s), and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request. **If you do not submit your request within the seven day limit, no administrative review will be conducted.**

**Appeal:** If you do not agree with the administrative review decision or action taken by the Department of Health, you may appeal to the Merit Appeals Board within 20 days from the date your notice was sent. Appeals to the Board must be in writing and sent to: Merit Appeals Board, 235 S. Beretania St., 14th Floor, Honolulu, HI 96813-2437.

A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment.

FILING AN ADMINISTRATIVE REVIEW **BEFORE** REQUESTING AN APPEAL WILL EXPEDITE THE REVIEW PROCESS.

**EMPLOYMENT INTERVIEW RESUME:** Please take a copy of your State application and/or resume to employment interviews. We suggest you make a copy of your application before turning in the original.